Dear GSA Committee Member,

Thank you for volunteering on a GSA Committee. Your leadership is important and will help shape policies and programs at GSA. This letter will help you better understand the general structure of all GSA Committees and the specific roles and responsibilities of volunteer leadership.

This online video may help in understanding committee’s roles within GSA’s overall governance structure. The GSA committee webpage offers more information about all GSA committees. When your term begins on July 1st you will also have access to the vibrant social networking site for GSA committee members called 'Connected Community'. On this site, you will be able to access your committee members, share documents, and participate in discussions that are private to your committee members only. Since it is a membership specific site, you will need to be current in your GSA membership to access it. We invite you to view a 2 minute tutorial on Connected Community: https://youtu.be/2KyAJ_WN80s?list=PLqu9MLRW Ao9YXNrUy070QalcsxBu-302c

On the Connected Community of your GSA group, you will be able to access the current membership roster; summary of charge; Rules & Guidelines of your Committee and those for all GSA Committees; reports to Council; and read recent discussion posts.

In addition to the roles of the Committee Officers, here is a description of responsibilities of the GSA Liaison, GSA Director Advisor, and Committee Invitee:

**GSA Liaison (non-voting member)**
The GSA Liaison will be your main GSA contact person. The Liaison will support the Chair and members of the Committee to effectively work on the charge and ensure reporting to GSA Council. The Liaison may share relevant information and updates, assist to manage the committee budget, and provide logistical support for meetings.

**GSA Director Advisor (ex officio, non-voting member)**
Each Committee will have a GSA Director Advisor. The Advisor will ensure that important leadership and headquarter updates are communicated to the Committee Chair and the GSA Liaison in a timely fashion.

**GSA Invitee**
An Invitee is usually a GSA staff member or other GSA member who is provided access to the Committee for the purpose of assisting the Committee to complete a project or meeting.

Again, thank you for your service.